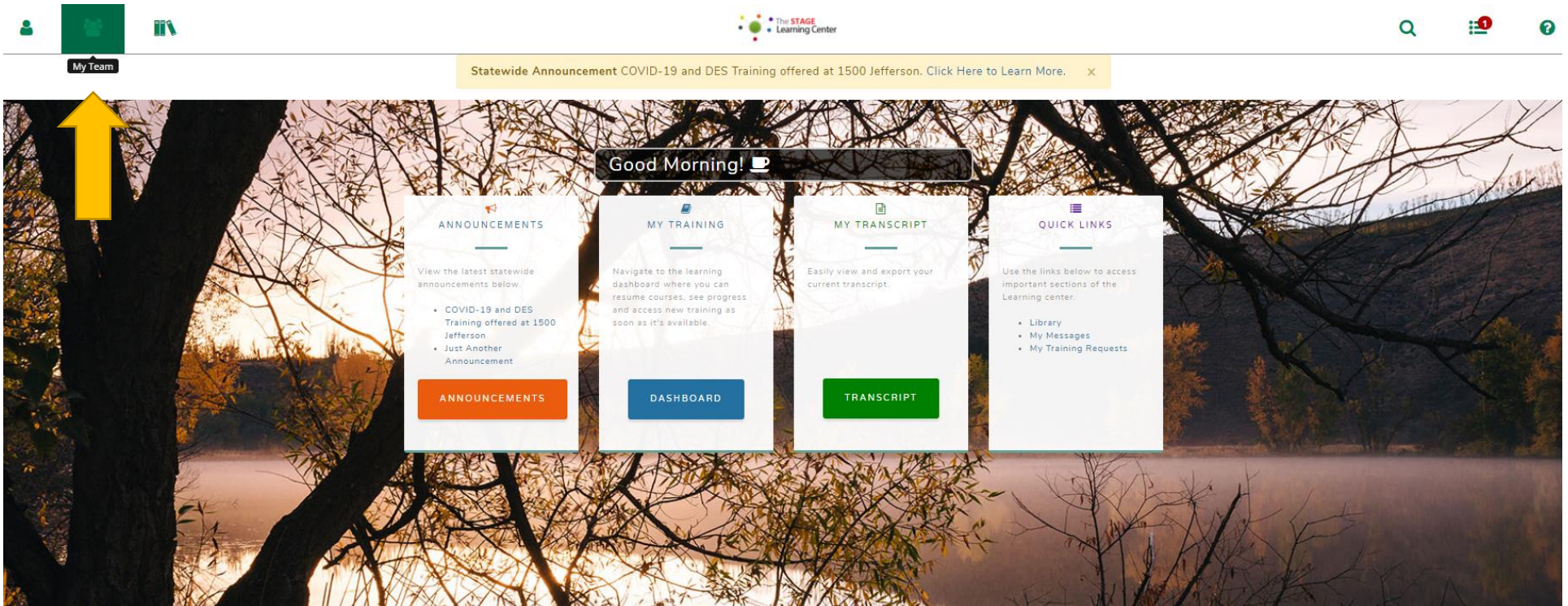


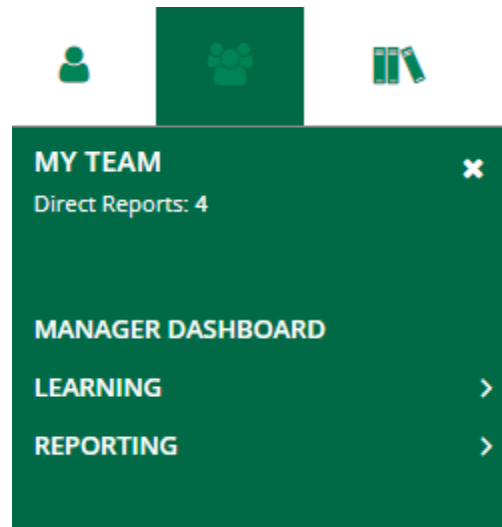
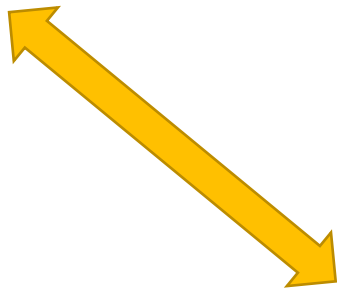
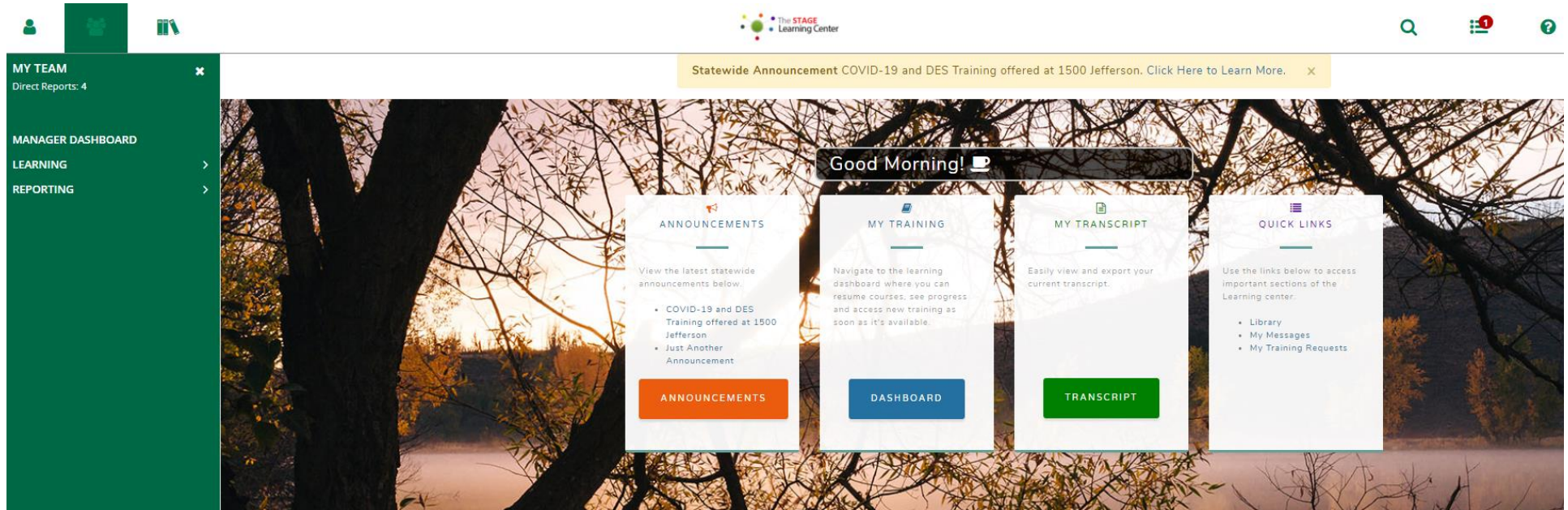
## How to Approve Activity Requests

Click on the “My Team” icon on the home page.

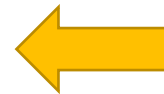


The screenshot shows the Washington State Learning Center home page. At the top, there is a navigation bar with a user profile icon, a green square icon labeled "My Team", a book icon, and the "The STAGE Learning Center" logo. To the right are search, notification, and help icons. A yellow banner below the navigation bar reads: "Statewide Announcement COVID-19 and DES Training offered at 1500 Jefferson. Click Here to Learn More." The main content area features a "Good Morning!" greeting and four white cards: "ANNOUNCEMENTS" (with a list of items including "COVID-19 and DES Training offered at 1500 Jefferson"), "MY TRAINING" (with a "DASHBOARD" button), "MY TRANSCRIPT" (with a "TRANSCRIPT" button), and "QUICK LINKS" (with links to "Library", "My Messages", and "My Training Requests"). A large yellow arrow points to the "My Team" icon in the navigation bar.

After clicking the “My Team” icon, you will be provided an expanded menu.



Click on “Manager Dashboard.”



After clicking on “Manager Dashboard,” you will be directed to the page below.

The screenshot displays the 'Enterprise Manager News Widget' interface. On the left sidebar, the 'Tasks' section is expanded, showing four items: 'Pending Approvals' with a red badge containing the number 1, 'Pending Signatures' with a grey badge containing 0, 'Pending Activity Completion' with a grey badge containing 0, and 'Requests'. A yellow arrow points from the 'Pending Approvals' link in the sidebar to the 'Tasks' section at the bottom of the page. The main content area features a news widget with placeholder text, an 'EXCEPTION REPORTS' section with tabs for 'USERS (4)' and 'ACTIVITIES', and a list of four users: Carlos E Castillo, Rocky R Dimico, Annykay B Melendez, and Sarah B Suther-Bee. Each user card shows their email, username, required and recommended counts, and a progress bar. Carlos E Castillo and Rocky R Dimico have '2 INCOMPLETE' items, while Annykay B Melendez and Sarah B Suther-Bee have 'NO ACTIVITIES ASSIGNED'. At the bottom, a 'Tasks' section is visible with the same four items as the sidebar, with 'Pending Approvals' highlighted by a yellow arrow.

Click on “Pending Approvals” on the top right corner of the page, in the “Tasks Section” to view the list of activity approvals from your direct reports.



## LEARNER APPROVALS

This is a list of pending registration approvals. Use the View list to see your assigned approvals, approvals assigned to others, and those without any assigned approver. You may be able to approve requests not specifically assigned to you. You will also be able to see a list of your manager's approvals if you are proxying for him or her.

Search: [Help](#)

Type: Activity Approvals  
View: Assigned requests

Task: Approve requests
Selected Items: 0 | Records: 1

<input type="checkbox"/> User Name ▲	Managers for whom you are a proxy	Name	Code	Start Date	End Date	Approval Role	Form
<input type="checkbox"/> Carlos E Castillo	Imelda R Ang	<a href="#">66 SCORM Upload test 200624</a>	66_E20201			Registrant Level Approver	

**Click on the box** next to the learner's name.

## LC Job Aid – How to Approve Activity Requests

After clicking on the blue arrow, you are directed a page titled, "Approve Requests."

You may type in notes in the “Note” section. This is optional.

**Click on the “OK” button.**

The STAGE Learning Center

1

APPROVE REQUESTS

APPROVAL FOR CARLOS E CASTILLO (20126171)

Approval Role:  
Registrant Level Approver  
Activity Name:  
66 SCORM Upload test 200624

Note:

Start Date:

End Date:

OK

CANCEL

You can approve other requests or if you have completed all approvals, **click on the red box with an “x”** on the top left corner of your page to move away from the page and go back to your “Manager Dashboard.”

## LEARNER APPROVALS

Search: [Help](#)

Type:

View:

**Task:**

Approve requests

 Selected Items: 0 | Records: 0

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1